Maruleng local municipality

IDP/ PMS /Budget Process Plan

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2020-22

MARULENG LOCAL MUNICIPALITY
IDP/BUDGET- PROCESS PLAN, 2020/22

1. INTRODUCTION

Section 28 of the Municipal Systems Act 32/2000, provides that each municipal Council should adopt a process that would guide the planning, drafting, adoption and review of the integrated development planning (IDP). Clear and established mechanisms, procedures and processes for consulting with communities are imperative and should have been followed before such a plan is adopted by Council.

2. CONTENT OF THE MUNICIPALITY IDP PROCESS PLAN

This plan outlines the following:

- Phases and activities of the IDP process
- Structures that will manage the planning process and their respective roles
- Public/community participation or involvement
- Time schedule for the planning process
- Roles and responsibilities for participants
- Monitoring of the process

3. PHASES/STAGES OF THE IDP PROCESS

The table below shows the phases/stages of the IDP process and activities entailed for the Review of 2020/22 IDP.

TABLE 1: PHASES OF THE IDP PROCESS

IDP PHASES		**ACTIVITIES**
2020/21	**2021/22**	
PREPARATORY **July 2020**	PREPARATORY **July 2021**	▪ Identification and establishment of stakeholders and or structures and sources of information ▪ Development of the IDP Process Plan
ANALYSIS PHASE **August- September 2020**	ANALYSIS PHASE **August - September 2021**	▪ Compilation of levels of development and backlogs that suggest areas of interventions
STRATEGIES PHASE **September - October 2020**	STRATEGIES PHASE **September- October 2021**	▪ Reviewing the Vision, Mission, Strategies and objectives
PROJECT PHASE **November 2020- January 2021**	PROJECT PHASE **November 2021 - January 2022**	▪ Identification of possible projects and their funding sources
INTEGRATION PHASE **February 2021**	INTEGRATION PHASE **February 2022**	▪ Sector Plans summary inclusion and programmes of action
APPROVAL PHASE **March- May 2021**	APPROVAL PHASE **March - May 2022**	▪ Submission of Draft IDP to Council ▪ Road-show on Public Participation and publication ▪ Amendments of draft IDP/Budget according to comments/inputs received ▪ Submission to Council for Final ▪ Approval and adoption by Council

4. STRUCTURES THAT MANAGE/ DRIVE THE IDP

The following structures will be responsible to develop, implement and monitor the IDP/Budget of MLM. Municipal Manager with the assistance of the IDP Manager shall facilitate all IDP activities.

TABLE 2: STRUCTURES THAT MANAGE/DRIVE THE IDP PROCESS		
STRUCTURE	**COMPOSITION**	**ROLE**
Council	Members of Council **(chair: Speaker)**	Approve/adopt IDP and Budget
Executive Committee	Mayor, Portfolio Heads and members of the Management Committee **(chair: Mayor**)	▪ Political oversight ▪ Assign responsibilities to Municipal Manager ▪ Submit draft IDP to Council
IDP Representative Forum	Government Departments, Ward Committee Members, CDWS, Traditional Leaders, CBOs, SOEs, Associations, Interest groups, Resource persons and Members of Council **(chair: Mayor)**	▪ Represent interests of their constituencies ▪ Debate and confirm priorities of the municipality ▪ Monitor the performance of the planning and implementation processes
IDP Steering Committee	**IDP Steering Committee** -MM, Directors and Sectional Heads **(chair: Municipal Manager**) **Sector Departments** **Budget Committee** CFO, Directors, MM ,Internal Auditor, IDP Manager & Portfolio Head of Budget, Treasury, Corporate Services & Administration (**chair: Portfolio Head of Budget, Treasury, Corporate Services & Administration)**	▪ Compilation and implementation of the IDP ▪ Provide technical expertise and support ▪ Budgetary processes of the municipality
Cluster Technical Committee (Local Managers Forum)	**Consists of:** ▪ Municipal Directors ▪ Managers of local Sector Departments & SOEs ▪ IDP Manager **(chair: Municipal Manager)**	▪ Alignment, coordination and integration
Performance Audit Committee	▪ Members of the Audit Committee ▪ Internal Auditor **(chair: Chairperson of Performance Audit Committee)**	▪ IDP/Budget/Performance monitoring

Ward Committees	All Ward Committees (Chair: **Ward Councillors**)	▪ Link the planning process to their wards ▪ Assist in public consultation and participation
MPAC	All MPAC Members **MPAC Chairperson**	▪ Oversight role on behalf of Council
COGHSTA	MEC for COGHSTA	▪ Assess/Evaluate the IDP, comment and monitor its implementation

5. PUBLIC PARTICIPATION

One of the main features about the integrated development planning process is the involvement of community and stakeholder organizations in the process. Participation of the affected and interested parties ensures that the IDP addresses the real issues that are experienced by the citizens of the municipality. The municipality will therefore:

- ❖ Conduct stakeholder identification exercise
- ❖ Ensure that the IDP representative Forum is the core structure that will provide direct representation of stakeholders in driving the IDP process
- ❖ Ensure that every phase of the planning process should allow public debates, recommendations and/or decisions that will guide the Council in its independent decision-making platform
- ❖ Arrange IDP meetings at a convenient venue and time
- ❖ Ensure participation of marginalized groupings

Areas of focus are in the identification of strategic development priorities as well as prioritizing resource allocation to programmes and projects.

6. IDP ACTIVITY FLOW

- ✓ The office of the Municipal Manager shall provide both facilitation and secretariat of the IDP Steering Committee and Representative Forum
- ✓ The IDP Steering Committee shall be involved in the drafting of the IDP Process plan
- ✓ The Municipal Manager on behalf of the Steering Committee shall submit the Process plan to the Mayor
- ✓ The Mayor shall submit the Process to the Executive Committee
- ✓ Executive Committee shall submit the Process plan to the Council
- ✓ The Office of the Municipal Manager shall facilitate the Steering Committee in drafting the IDP in all phases
- ✓ The Office of the Municipal Manager shall monitor planning processes in all phases
- ✓ The draft IDP shall be submitted to the Mayor for his oversight
- ✓ The Municipal manager shall submit the draft IDP to the Rep. forum and Executive Committee
- ✓ The Mayor shall submit the draft IDP/Budget to the Council
- ✓ The Council shall approve both the process plan and the IDP/Budget

7. ACTIVITY PROGRAMME

The activity plan shall take into account the District planning processes as well as the Provincial planning cycle for support by Sector Departments.

TABLE 3: ACTIVITY PROGRAMME		
2020/21	**2021/22**	
30 September 2020	30 September 2021	Status Quo Analysis Phase
30 November 2020	30 November 2021	Strategy Phase
31 December 2020	31 December 2021	Project Phase
31 January 2021	31 January 2022	Integration Phase
28 February 2021	28 February 2022	Draft IDP/Budget compiled
31 March 2021	31 March 2022	Approval of Draft IDP/Budget
1 April - 30 April 2021	1 April - 30 April 2022	Public comments on Draft IDP/Budget
1 May - 20 May 2021	1 May - 20 May 2022	Public participation meetings
31 May 2021	31 May 2022	Adoption of the final IDP/Budget
31 May- 14 June 2021	31 May - 14 June 2022	Compilation of Draft SDBIP and summary of IDP
20 June 2021	20 June 2022	Public notice on the adoption of the IDP/Budget
27 June 2021	27 June 2022	Mayor signs the SDBIP
30 June 2021	30 June 2022	Senior Managers sign Performance Agreements

8. IDP/BUDGET ACTIVITY SCHEDULE (JULY 2020-JUNE 2022)

		TABLE 4: IDP/BUDGET ACTIVITY SCHEDULE		
DATE		**IDP**	**BUDGET**	**RESPONSIBILITY**
2020/21	**2021/22**			
24 July 2020	23 July 2021	IDP Steering Committee: Process Plan	Commencement of budget related processes	MM, IDP Manager and CFO
31 July 2020	30 July 2021	IDP Representative Forum: Process plan		MM, IDP Manager
28 August 2020	27 August 2021	Council Sitting: Adopts process plan		Mayor, MM
31 August 2020	31 August 2021		Submit Financial statements and Annual Report to Provincial & National Treasury, the Auditor General and COGHSTA	MM, CFO
23 September 2020	24 September 2021	IDP Steering Committee: Analysis phase		MM
30 September 2020	30 September 2021	IDP Representative Forum: Analysis Phase		MM,IDP Manager
28-30 October 2020	27-30 October 2021	Municipal Strategic Planning Session		MM, IDP Manager
30 November 2020	30 November 2021		Budget Committee : commence preparation of departmental operational plans & SDBIP aligned to the strategic priorities and inputs from stakeholders	MM, CFO
15 January 2021	14 January 2022	IDP Steering Committee: Strategies Phase		MM,IDP Manager
19 January 2021	21 January 2022	Audit Committee Mid-year Report	Alignment Between the Mid-year report and Adjustment Budget	Audit Committee
21 January 2021	21 January 2022		Budget Committee: First draft budget	MM, CFO
21 January 2021	21 January 2022	EXCO: Noting of 2020/21 & 2021/22	EXCO: Noting Mid-year report	MM

		Mid-year report and Annual Report for 2019/20 & 2020/21	and budget adjustment performance report	
22 January 2021	28 January 2022	IDP Representative Forum: Strategies Phase		MM,IDP Manager
25 January 2021	30 January 2022	Council- 2020/21 & 2021/22 Mid-year report and Annual Report of 2019/20 & 2020/21	-Tabling of the Adjustment Budget	Mayor, MM, CFO
05 February 2021	04 February 2022	Publication of the Annual Report for public input	Budget Committee: Considers departmental budget proposals	CFO MM
15- 21 February 2021	15 - 21 February 2022	Oversight report (preparation, public participation etc)		MPAC
22 February 2021	22 February 2022	Strategic Risk Assessment (Identification of risks that may hamper the achievement of the municipalities strategic objectives)	Allocation of funds for strategic risk that require finances in order to be effectively mitigated.	MM and Risk Officer
27-28 February 2021	24-25 February 2022	Municipal Policy Workshop		MM, Director Corporate Services
1 March 2021	1 March 2022	Budget Committee	Draft Budget finalized	CFO
15 March 2021	18 March 2022	IDP Steering Committee: Draft IDP/Budget		MM,IDP Manager
26 March 2021	25 March 2022	IDP Representative Forum: Draft IDP/Budget		MM,IDP Manager
30 March 2021	30 March 2022	EXCO: Draft IDP/Budget		MM
31 March 2021	31 March 2022	Council Sitting: - Adoption of Draft IDP/Budget - Adoption of the Annual Report for 2019/20, 2020/21 and Oversight Committee Report		Mayor, MM

2 April 2021	1 April 2022	Submission of Draft IDP to DLGH for Analysis	Confirm Provincial and National allocation	MM, CFO,IDP Manager
1-30 April 2021	1-30 April 2022	Publication of the draft IDP/Budget documents for public comments/ inputs	Publication of the draft MTEF Budget for 2020/21,2021/22 & 2022/23 financial years	MM, CFO,IDP Manager, Communication Officer
22-30 April 2021	25-29 April 2022	Public Participation on Draft IDP/Budget		MM, Office of the Speaker
17 May 2021	17 May 2022	IDP Steering Committee: Effect changes to Draft IDP/Budget as per public comments.	Amendment of the Draft Budget as per public participation process	MM, CFO, IDP Manager
28 May 2021	27 May 2022	IDP Representative Forum: Consider final Draft IDP/Budget		MM, IDP Manager
28 May 2021	30 May 2022	EXCO: Final Draft IDP/Budget.		MM
31 May 2021	31 May 2022	Council sitting: Adoption IDP/Budget for 2021/22 & 2022/23	Adoption of the Budget for 2021/22 & 2022/23	Mayor, MM
07 June 2021	07 June 2022	Submission of IDP to the MEC for Local Government and Housing	Submission of the Approved IDP & Budget to Provincial and National Treasury	MM,CFO
14 June 2021	14 June 2022	IDP Summary & Notice for approved IDP/Budget		MM,CFO
21 June 2021	21 June 2022	Adoption of the SDBIP	Adoption of the SDBIP	Mayor
30 June 2021	30 June 2022	Signing of Performance Contracts by Senior Managers		Mayor, MM

9. MONITORING AND EVALUATION OF THE PROCESS PLAN

Maruleng Local Municipality will be responsible for monitoring its own IDP/Budget Process Plan and ensure that is being followed as approved. The municipal IDP office must check and report compliance to intergovernmental structures and the District municipality for support interventions. This process will also be linked to the SDBIP reporting cycle as adopted by the Mayor.

10. COST ESTIMATES: R 1,700,000

11. CONCLUSION

The Process Plan adopted by Council shall be binding to all in the municipality and shall further provide transparency and accountability to the communities of Maruleng Local Municipality**.**

LIST OF SELECTED ABREVIATIONS

COGHSTA	Cooperative Governance, Human Settlements & Traditional Affairs
CBO's	Community Based Organizations
CFO	Chief Finance Officer
EXCO	Executive Committee
FY	Financial Year
IDP	Integrated Development Plan
MPAC	Municipal Public Accounts Committee
MEC	Member of Executive Council
MLM	Maruleng Local Municipality
MM	Municipal Manager
NGO's	Non- governmental Organizations
PMS	Performance Management System
SDBIP	Service Delivery and Budget Implementation Plan
SOE	State Own Enterprises